Staff Assistant

ADDRESS Aboy St 605 Apt 1 San Juan, PR, 00907

INVOICE: 00012

DATE: 09/01/2024

Professional Services

FOR:

TO:
Puerto Rico Chief Federal Monitor

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
08/01/2024	-Sent Alan Youngs Mid-Period assessment drafts -Continued reviewing FRB and CFRB files -Call with John Romero and Luis Hidalgo about FRB and CFRB assessment	5.0	40	200
08/02/2024	-Completed FRB and CFRB assessment with Luis Hidalgo -Call with Alan Youngs -Calls with John Romero and Luis Hidalgo about FRB and CFRB assessments	5.0	40	200
08/04/2024	-Reviewed UOF CMR-11 draft -Calls with John Romero and Luis Hidalgo about UOF CMR-11 draft	2.0	40	80
08/05/2024	-Email exchange with Denise Rodriguez and Rita Watkins about PRPB Training -Began Town Hall Meeting agenda -Call with John Romero about FRB files -Attended Community Engagement meeting -Attended Biweekly document production meeting -Call from Rita Watkins about Kim Tandy -Bought name plates for Town Hall Meeting -Began list for data mid-period data verification with Luis Hidalgo for John Romero -Call with Alan Youngs about CMR-11 mid-period report -Assisted Alan Youngs in writing mid-period report -Bought office supplies	6.0	40	240
08/06/2024	-Attended Supervision, Professionalization, Equal Protection, and Training meetings -Sent data corroboration list to Luis Hidalgo -Exchanged e-mails with Rita Watkins and David Levy for Data Requests	6.0	40	240
08/07/2024	-Call with Luis Hidalgo about Town Hall Meeting -Sent Town Hall Meeting invitations -Call with Alan Youngs about CMR-11 mid-period report -Read e-mails regarding documentation from PRPB on Training and Community Engagement	3.0	40	120
08/08/2024	-Call with Luis Hidalgo about UOF CMR-11 mid-period data -Call with Claudia Camara about Town Hall Meeting registered speakers -Prepared internal agenda for Town Hall Meeting	2.5	40	100
08/09/2024	-Call with Luis Hidalgo about UOF CMR-11 mid-period data -Call with John Romero about UOF CMR-11 mid-period data -Call with Joan Maldonado, Kelly Rivero, and Cpt. Cosme about UOF data -Sent UOF data to John Romero	5.0	40	200
08/12/2024	-Updated document about UOF CMR-11 mid-period data and sent to John Romero -Calls with John Romero and Luis Hidalgo about CMR-11 UOF data -Attended biweekly FPM meeting -Sent CFRB numbers and information to Joan Maldonado -Updated final version of UOF data and sent to John Romero -Uploaded documents to Box	3.5	40	140

	TOTAL 54.25	5 HRS @ \$4	\$2,170.00	
08/30/2024	-Calls with John Romero and Luis Hidalgo about CFRB files -Cancelled recurring meetings	1.75	40	70
08/28/2024	-Exchanged emails with Denise Rodriguez and Rita Watkins about paragraph 92 -Met with Luis Hidalgo about CASP files	3.5	40	140
08/26/2024	-Email with Atty. Peñagarícano about meeting with Carmen Malavé -Calls with Rita Watkins abou Par. 92 and Alan Youngs about upcoming recurring meeting -Call with Luis Hidalgo about CASP meeting	1.25	40	50
08/21/2024	-Call with Rita Watkins about Paragraph 92 -Spoke with Kim Tandy and the Juvenile Institutions team about Paragraph 92	4.0	40	160
08/20/2024	-Exchanged emails with John, Denise, and Rita about meeting with Carmen Malavé	0.25	40	10
08/19/2024	-Attended Training Meeting in PRPB HQ	2.5	40	100
08/16/2024	-Call and email with Luis Hidalgo about Town Hall and Professionalization -Sent internal agenda	1.5	40	60
08/14/2024	-Call with Luis Hidalgo about Town Hall Meeting -Attended monthly check-in call with Rita Watkins	1.5	40	60

S/ INIGO GALANES

I HEREBY CERTIFY THAT THE AMOUNT BILLED IN THIS INVOICE IS TRUE AND CORRECT IN MY CAPACITY AS A MEMBER OF THE FEDERAL MONITORING TEAM. I FURTHER CERTIFY THAT I HAVE NOT RECEIVED ANY INCOME, COMPENSATION, OR PAYMENT FOR SERVICES RENDERED UNDER A REGULAR EMPLOYMENT OR CONTRACTUAL RELATIONSHIP WITH THE COMMONWEALTH, OR ANY OF ITS DEPARTMENTS, MUNICIPALITIES OR AGENCIES.